

**Tasking Memorandum No.** 00-03

**Memorandum For** Cdrs DCMDs, DCMC CAOs

**Subject:** Department of Defense DoD Small Business Training Conference (TASKING)

**Date:** October 6, 1999

**Suspense Date:** October 25, 1999 (register) December 7, 1999 (event)

**Target Audience:** Small Business Associate and Assistant Directors

**Requirement(s):**

- The attached memorandum from the Deputy Secretary of Defense announces the DoD Small Business Training Conference to be held December 7-10, 1999 at the Sheraton New Orleans Hotel, New Orleans LA.
- Attached memorandum from the DLA Deputy Director requests small business specialists and key acquisition personnel to attend subject-training conference.
- FY 00 conference funds were distributed to District financial offices on September 30, 1999.
- DCMC District Associate Directors for Small and Disadvantaged Business Utilization are responsible for identifying people to attend within their budgeted constraints for this event.
- DCMC members receiving an e-mail invitation from their District Associate Director are authorized to register by calling the DoD Conference hot-line at 1-800-553-1858 before October 25<sup>th</sup> and should contract their training coordinator for training request processing.
- PLAS codes to be charged are as follows:
  - The first and last day - Travel Process Code 250 (Use only if traveling).
  - Wednesday, Thursday, Friday - Attend Classroom Training Process Code 217A.

**Point of Contact for Further Information:**

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**Signature:**

  
JILL E. PETTIBONE  
Executive Director  
Contract Management Operations

Attachments



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AUG 03 1999

IN REPLY DDAS  
REFER TO

MEMORANDUM FOR COMMANDER, DEFENSE CONTRACT MANAGEMENT COMMAND  
COMMANDER, DEFENSE LOGISTICS SUPPORT COMMAND  
COMMANDER, DEFENSE ADMINISTRATIVE SUPPORT CENTER

SUBJECT: 1999 Department of Defense (DOD) Small Business Training Conference

The attached memorandum, dated July 8, 1999, from the Deputy Secretary of Defense announces his support of a DoD Small Business Training Conference to be held December 7-10, 1999 in New Orleans, Louisiana.

Notwithstanding the changing environment in which we now conduct business, we must continue to recognize the importance of and the need to strongly support the Small and Disadvantaged Business Program. Each of you is expected to share in this commitment. Your Associate Directors and Assistant Directors of Small Business play a crucial role in assisting the Agency to achieve the various goals and objectives of the program and maintaining our outstanding record of performance. These individuals represent a valuable resource and you should utilize them to a maximum extent to insure that the concerns of the Small Business Program are addressed in your business practices.

Please assure that Small Business Specialists (full and part-time) and key acquisition personnel attend this training conference. It is being structured to provide training for all DoD Small Business Specialists on the recent significant changes in legislation, policies, and procedures that affect the DoD Small and Disadvantaged Business Utilization Program. The Director, Office of Small and Disadvantaged Business Utilization (DDAS) will forward further information and details on the conference location, as they become available.

E.R. CHAMBERLIN  
Rear Admiral, SC, USN  
Deputy Director

Attachment



DEPUTY SECRETARY OF DEFENSE

1010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1010



JUL 8 1999

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: 1999 Department of Defense (DOD) Small Business  
Training Conference

I am pleased to announce that DOD will hold a Small Business Training Conference, December 7-10, 1999 at the Sheraton New Orleans Hotel, New Orleans, Louisiana.

The purpose of this conference is to bring together small business program managers and key acquisition personnel to discuss various new initiatives and strategies designed to enhance and reinvigorate the DOD Small and Disadvantaged Business Utilization (SADBU) Program.

I believe this will be one of our most challenging and valuable conferences. It will serve as a forum to discuss the myriad of recent changes pertaining to small business policies and regulatory procedures. This will be an excellent opportunity to re-emphasize our commitment to the small business program, as we work to re-energize DOD personnel facing the challenges of the 21<sup>st</sup> century.

I request your support for this conference, and request that your small and disadvantaged business utilization directors, specialists and key contracting personnel take advantage of this most worthwhile conference. I believe that each of you, through your support and contributions, will play an important role in meeting the challenges of tomorrow's competitive environment.

Further information about this training conference will be distributed through small and disadvantaged business utilization channels, as it becomes available.

John J. Hamre  
Deputy Secretary of Defense

cc: Acquisition Executives

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